



NAPA EMPLOYEES COVID19 GUIDELINES

1. Entry into the building

- a. No Mask, No Entry is strictly enforced (Employees and Customers)
- b. Temperature check (Employees and Customers)
- c. Masks are to be worn throughout the day

2. COVID19 Related Symptoms

- a. Employees are to inform their immediate Manager / Supervisors of the following:
 - i. If you are experiencing any of the following symptoms: Fever, chills, cough, sore throat, shortness of breath and or body aches.
 - ii. If you have had personal contact with anyone who has tested positive for COVID19 (within 6 feet, in a confined space or had direct contact with infectious secretions) with anyone who has experienced these symptoms (identified in "i" above) in the past 14 days.

3. Sanitizing

- a. Sanitize your work area often
- b. Hand Sanitizers, Disinfectants and other means of cleaning products are available to maintain a clean work environment, please use them
- c. WASH YOUR HANDS regularly.

4. Social Distancing

- a. The employees lounge is restricted up to 3 employees at any given time
- b. Employees must maintain 6 feet social distancing
- c. Avoid direct contact with other employees, use the phone to communicate as much as possible